

ADVERT ID 219182

Secretary

Scoil Bhríde,

Killasonna, Granard, N39 NA43
<https://www.killasonnans.ie>



MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Sat Jun 22 2024 11:43:11
Application Closing Date: Fri Jul 5 2024
Commencement Date: Wed Aug 28 2024
Status of Post: Part-Time
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 4
Current Enrolment: 47
Droichead school: No

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

The Board of Management of Scoil Bhríde, Killasonna is seeking a part-time Secretary. This is a part-time position of six hours per week. The position will be subject to the terms of Circular 36/2022 Revision of Salaries and Annual leave Arrangements for school Secretaries. The position is subject to a six-month probationary period and satisfactory Garda Vetting. The successful candidate will be required to undertake TUSLA child protection training.

The Part-time School Secretary will be an integral part of the school community, working closely with the school principal and will manage the school office in a welcoming, professional and discreet manner.

Responsibilities will include but are not limited to:

- Excellent interpersonal skills
- Ability to multitask, prioritise, work under pressure and achieve deadlines
- Reliability, trustworthiness and strict adherence to confidentiality
- Positive outlook
- Flexibility in the varied demands of the job
- Ability to work as part of a team as well as on own initiative
- A willingness to engage in Continuous Professional Development

Essential Skills and Experience;

- Excellent organisational skills, ensuring good record-keeping, filing and adherence to school procedures and policies

- Proficiency in managing and updating school website and/or social media
- Knowledge in operating and maintaining school online banking and school payment systems.

Key Duties and Responsibilities:

- Assisting the Principal and staff in managing school correspondence, communication by post, email, telephone and other school platforms
- Assisting the Treasurer in maintaining all financial records, FSSU monthly reports and managing online payments
- Updating, managing and storing school records in compliance with GDPR and regulatory requirements
- Ensuring school and office supplies and all office machines are maintained
- Assisting Principal in administration of school Enrolment process
- Assisting with drafting and presentation of school documents
- Assisting with general school administration, procurement, organisation of school events, liaison with service providers and suppliers
- Respecting the Catholic Ethos of the school at all times and a commitment to maintaining confidentiality
- Other duties as allocated by the Principal

Previous secretarial experience is desirable. Previous financial administration is desirable. It would be desirable for the candidate to have knowledge or experience in using some or all of the following: FSSU accounting templates, OLCS, POD, Aladdin and other school applications.

Please clearly state PART-TIME SECRETARY APPLICATION on the envelope.
Canvassing will disqualify.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Post

APPLY TO THIS JOB VACANCY

Roll Number: 143000
Apply To: Chairperson of Board of Management
(Scoil Bhríde, Killasonna)
Parochial House
Granard
County: Longford
Enquiries To: killasonnans@gmail.com
Website: <https://www.killasonnans.ie>

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